

1. In House PT surveys:

- a. Documentation: There is no standard SLI form for laboratories to use. The minimum requirements for documentation of in-house PT surveys includes the following:
 - Date of testing
 - Analyst performing test
 - Test performed
 - Results obtained by the analyst for each specimen
 - Expected results for each specimen
 - Statement by Supervisor that the results either were acceptable or if they were unacceptable, why they were unacceptable (poor specimen quality, incorrect testing procedure, incorrect test interpretation)
 - Signatures / comments dated by: Lab Supervisor, Lab Div Dir., Lab Director
- b. Paper flow: The Supervisor and Lab Div. Director sign the form and forward it to Peggy DiNatale. Peggy then logs the document into the "In house PT tracking" datasheet and the logbook for documents that are sent to Dr. Gilchrist. Dr. Gilchrist signs the form and sends back to Peggy DiNatale. Peggy makes a copy; files original in central QA PT books, and sends signed copied back to Lab Supervisor.

2. Electronic PT result submissions

Two different laboratories have encountered recent problems with the electronic submission of PT results to two different PT providers. In these cases, the electronic result process and reporting format do not reflect current laboratory practices (format of report, test interpretation). Please print out copies of the instructions for entering results and refer to it each time results are entered. When possible, print out copies of your entries before submitting the results. Incorporate a review process in the laboratory before submitting results. Also in both cases, the results weren't sent to the PT provider because the "submit results" button, was not selected.